

# Event Details

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32101-0000012816	Sell	RFx	1
Event Round	Version		
1	5		
Event Name	Presort Mail Services - DGS Postal		
Start Time	Finish Time		
06/26/2023 12:50:00 CDT	07/28/2023 14:00:00 CDT		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** General Services  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States  
Lindsey Lattner

**Contact:**  
**Phone:**  
**Email:** lindsey.lattner@tn.gov

## Event Description

Version 5: Updated questions and specifications. Event end date extended to 7/28/23 at 2:00 PM

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This event is to bid a three year with two options to renew contract for Presort Mail Services - DGS Postal for agency: General Services.

Specifications and terms & conditions are attached.

Procurement Contact: Lindsey Lattner lindsey.lattner@tn.gov 615-741-9282

READ THE ENTIRE BID, including the Event Details, Specifications, and Terms and Conditions and any other attachments.

If the Review and bid on this event link included in the e-mail notification does not work, please go to <http://www.edison.tn.gov/> and click the link to the Supplier Portal Home Page. Log in with your vendor ID and password in order to search bid opportunities.

NOTE: Internet Explorer and Firefox are the recommended browsers to access the Supplier Portal and bid on events. Google Chrome is not supported and should not be used. Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357

Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep it current by logging into the Supplier Portal and making changes as needed.

Supplier Portal link: <http://www.edison.tn.gov> (Maintain supplier information)

Central Procurement Office Website: <https://www.tn.gov/generalservices/procurement>

The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to visit the website frequently.

## General Questions

Question	UOM	Best	Worst	Response
I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.				

IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Yes

Required: Yes Mandatory Response:Yes

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32101-0000012816	Sell	RFx	2
Event Round	Version		
1	5		
Event Name	Presort Mail Services - DGS Postal		
Start Time	Finish Time		
06/26/2023 12:50:00 CDT	07/28/2023 14:00:00 CDT		

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services  
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NASHVILLE TN 37243  
United States  
Lindsey Lattner

Contact:  
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Email: lindsey.lattner@tn.gov

### Response Comments

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Question	UOM	Best	Worst	Response
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Please answer yes or no to the following. If YES, describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and

(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes Mandatory ResponseNo

### Response Comments

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Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved. Confirm below that you have completed this attached form by choosing, "Yes."

Required: Yes Mandatory ResponseNo

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32101-0000012816	Sell	RFx	3
Event Round	Version		
1	5		
Event Name	Presort Mail Services - DGS Postal		
Start Time	Finish Time		
06/26/2023 12:50:00 CDT	07/28/2023 14:00:00 CDT		

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States  
Lindsey Lattner

Contact:  
Phone:  
Email: lindsey.lattner@tn.gov

### Response Comments

Question	UOM	Best	Worst	Response
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The Respondent affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: "By submission of this response, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Respondent is not on the list created pursuant to Tenn. Code Ann. § 12-12-106." For reference purposes, the list is currently available online at:  
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-public-information-library.html>

Required: Yes Mandatory ResponseNo

### Response Comments

We ask that you take a few short minutes to complete this survey. The purpose of this survey is to capture Respondents' assessments of CPO procurement processes. Your responses will remain anonymous, and will have no bearing or consideration on contract award.

<https://www.surveymonkey.com/r/stateoftncpocustomer>

Required: No Mandatory ResponseNo

### Response Comments

Describe your Quality Control Program or Procedures:

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

#### Quality Control

The vendor/contractor shall furnish competent, skilled supervision to insure that reasonable quality standards are maintained at all times.

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32101-0000012816	Sell	RFx	4
Event Round	Version		
1	5		
Event Name	Presort Mail Services - DGS Postal		
Start Time	Finish Time		
06/26/2023 12:50:00 CDT	07/28/2023 14:00:00 CDT		

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services  
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NASHVILLE TN 37243  
United States  
Lindsey Lattner

Contact:  
Phone:  
Email: lindsey.lattner@tn.gov

How many days after receipt of purchase order will it take to deliver item(s)?

0

Required: Yes Mandatory ResponseNo

### Response Comments

The bidder shall indicate whether or not they plan to sub-contract

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, please include the following for each.

List the Sub-Contractor's Name  
List the Sub-Contractor's Address  
List the Sub-Contractor's Contact Person  
List the Sub-Contractor's Phone Number

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

### Subcontracting

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32101-0000012816	Sell	RFx	5
<b>Event Round</b>	<b>Version</b>		
1	5		
<b>Event Name</b>			
Presort Mail Services - DGS Postal			
<b>Start Time</b>		<b>Finish Time</b>	
06/26/2023 12:50:00 CDT		07/28/2023 14:00:00 CDT	

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** General Services  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States

**Contact:** Lindsey Lattner  
**Phone:**  
**Email:** lindsey.lattner@tn.gov

Question	UOM	Best	Worst	Response
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Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

Required: Yes Mandatory ResponseNo

### Response Comments

Please enter the number of days, from the bid opening date, after which your bid offer will expire:

0

Required: Yes Mandatory ResponseNo

### Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32101-0000012816	Sell	RFx	6
Event Round	Version		
1	5		
Event Name	Presort Mail Services - DGS Postal		
Start Time	Finish Time		
06/26/2023 12:50:00 CDT	07/28/2023 14:00:00 CDT		

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States  
Lindsey Lattner

Contact:  
Phone:  
Email: lindsey.lattner@tn.gov

## Line Details

Line: 1 Item ID: Line Qty: 300000 UOM: Each  
Required: Yes Reserve Price: No

Bid Qty: 3000000

Description: MAIL SERVICES, BARCODE & PRESORT FIRST CLASS AUTOMATED LETTERS

Question	UOM	Best	Worst	Response
What is the unit price of this item?				
Required: Yes Mandatory Response: No				

### Response Comments

Line: 2 Item ID: Line Qty: 483305 UOM: Each  
Required: Yes Reserve Price: No

Bid Qty: 4833050

Description: MAIL SERVICES, PRESORT UPGRADE 1ST CLASS LETTER SIZE MAIL

Question	UOM	Best	Worst	Response
What is the unit price of this item?				
Required: Yes Mandatory Response: No				

### Response Comments

Line: 3 Item ID: Line Qty: 161981 UOM: Each  
Required: Yes Reserve Price: No

Bid Qty: 16198158

Description: MAIL SERVICES, PRESORT STANDARD LETTER

Question	UOM	Best	Worst	Response
What is the unit price of this item?				
Required: Yes Mandatory Response: No				

### Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32101-0000012816	Sell	RFx	7
Event Round	Version		
1	5		
Event Name			
Presort Mail Services - DGS Postal			
Start Time		Finish Time	
06/26/2023 12:50:00 CDT		07/28/2023 14:00:00 CDT	

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** General Services  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States

**Contact:** Lindsey Lattner  
**Phone:**  
**Email:** lindsey.lattner@tn.gov

**Line:** 4 **Item ID:** **Line Qty:** 300000 **UOM:** Each  
**Required:** Yes **Reserve Price:** No

**Bid Qty:** 3000000

**Description:** MAIL SERVICES, PRESORT POSTCARD

Question	UOM	Best	Worst	Response
What is the unit price of this item?				

**Required:** Yes **Mandatory Response:** No

### Response Comments

**Line:** 5 **Item ID:** **Line Qty:** 1040.0 **UOM:** Each  
**Required:** Yes **Reserve Price:** No

**Bid Qty:** 1040

**Description:** PICK-UP CHARGE

Question	UOM	Best	Worst	Response
What is the unit price of this item?				

**Required:** Yes **Mandatory Response:** No

### Response Comments

**Line:** 6 **Item ID:** **Line Qty:** 1.00 **UOM:** Lot  
**Required:** Yes **Reserve Price:** No

**Bid Qty:** 1

**Description:** POSTAGE DUE PLACED ON 1ST CLASS PRESORT

Question	UOM	Best	Worst	Response
What is the unit price of this item?				

**Required:** Yes **Mandatory Response:** No

### Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32101-0000012816	Sell	RFx	8
Event Round	Version		
1	5		
Event Name			
Presort Mail Services - DGS Postal			
Start Time	Finish Time		
06/26/2023 12:50:00 CDT	07/28/2023 14:00:00 CDT		

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS  
Submit To: General Services  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States  
Lindsey Lattner  
Contact:  
Phone:  
Email: lindsey.lattner@tn.gov

## Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32101-0000012816	Sell	RFx	9
Event Round	Version		
1	5		
Event Name	Presort Mail Services - DGS Postal		
Start Time	Finish Time		
06/26/2023 12:50:00 CDT	07/28/2023 14:00:00 CDT		

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States  
Lindsey Lattner

Contact:  
Phone:  
Email: lindsey.lattner@tn.gov

## Appendix A - Line Specifications

Line: 1 Item ID: Line Qty: 300000 UOM: Each  
Description: MAIL SERVICES, BARCODE & PRESORT FIRST CLASS AUTOMATED LETTERS

### Item Specifications

Manufacturer:		Item Height:	0
Mfg Item ID:		Dimension UOM:	
Item Length:	0	Volume UOM:	
Item Width:	0	Weight UOM:	
Item Volume:	0	Item Color:	
Item Weight:	0		
Item Size:			

### Shipping Information

Schedule:	1	Ship To:	WILLIAM R SNODGRASS-TN TOWER
Quantity:	3000000		312 ROSA L PARKS AVE
Due Date:	05/27/2023		1st FLOOR
Freight Terms:			NASHVILLE TN 37243
Ship Via:	Best Option Available		United States

Line: 2 Item ID: Line Qty: 483305 UOM: Each  
Description: MAIL SERVICES, PRESORT UPGRADE 1ST CLASS LETTER SIZE MAIL

### Item Specifications

Manufacturer:		Item Height:	0
Mfg Item ID:		Dimension UOM:	
Item Length:	0	Volume UOM:	
Item Width:	0	Weight UOM:	
Item Volume:	0	Item Color:	
Item Weight:	0		
Item Size:			

### Shipping Information

Schedule:	1	Ship To:	WILLIAM R SNODGRASS-TN TOWER
Quantity:	4833050		312 ROSA L PARKS AVE
Due Date:	05/27/2023		1st FLOOR
Freight Terms:			NASHVILLE TN 37243
Ship Via:	Best Option Available		United States

Line: 3 Item ID: Line Qty: 161981 UOM: Each  
Description: MAIL SERVICES, PRESORT STANDARD LETTER

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32101-0000012816	Sell	RFx	10
Event Round	Version		
1	5		
Event Name	Presort Mail Services - DGS Postal		
Start Time	Finish Time		
06/26/2023 12:50:00 CDT	07/28/2023 14:00:00 CDT		

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States

Contact: Lindsey Lattner  
Phone:  
Email: lindsey.lattner@tn.gov

### Item Specifications

Manufacturer:  
Mfg Item ID:  
Item Length: 0  
Item Width: 0  
Item Volume: 0  
Item Weight: 0  
Item Size:  
Item Height: 0  
Dimension UOM:  
Volume UOM:  
Weight UOM:  
Item Color:

### Shipping Information

Schedule: 1  
Quantity: 16198158  
Due Date: 05/27/2023  
Freight Terms:  
Ship Via: Best Option Available  
Ship To: WILLIAM R SNODGRASS-TN TOWER  
312 ROSA L PARKS AVE  
1st FLOOR  
NASHVILLE TN 37243  
United States

Line: 4 Item ID: Line Qty: 300000 UOM: Each  
Description: MAIL SERVICES, PRESORT POSTCARD

### Item Specifications

Manufacturer:  
Mfg Item ID:  
Item Length: 0  
Item Width: 0  
Item Volume: 0  
Item Weight: 0  
Item Size:  
Item Height: 0  
Dimension UOM:  
Volume UOM:  
Weight UOM:  
Item Color:

### Shipping Information

Schedule: 1  
Quantity: 3000000  
Due Date: 05/27/2023  
Freight Terms:  
Ship Via: Best Option Available  
Ship To: WILLIAM R SNODGRASS-TN TOWER  
312 ROSA L PARKS AVE  
1st FLOOR  
NASHVILLE TN 37243  
United States

Line: 5 Item ID: Line Qty: 1040 UOM: Each  
Description: PICK-UP CHARGE

### Item Specifications

Manufacturer:  
Mfg Item ID:  
Item Length: 0  
Item Width: 0  
Item Volume: 0  
Item Weight: 0  
Item Size:  
Item Height: 0  
Dimension UOM:  
Volume UOM:  
Weight UOM:  
Item Color:

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32101-0000012816	Sell	RFx	11
Event Round	Version		
1	5		
Event Name			
Presort Mail Services - DGS Postal			
Start Time		Finish Time	
06/26/2023 12:50:00 CDT		07/28/2023 14:00:00 CDT	

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States

Contact: Lindsey Lattner  
Phone:  
Email: lindsey.lattner@tn.gov

### Shipping Information

Schedule: 1  
Quantity: 1040  
Due Date: 05/27/2023  
Freight Terms:  
Ship Via: Best Option Available

Ship To: WILLIAM R SNODGRASS-TN TOWER  
312 ROSA L PARKS AVE  
1st FLOOR  
NASHVILLE TN 37243  
United States

Line: 6 Item ID: Line Qty: 1 UOM: Lot  
Description: POSTAGE DUE PLACED ON 1ST CLASS PRESORT

### Item Specifications

Manufacturer:  
Mfg Item ID:  
Item Length: 0  
Item Width: 0  
Item Volume: 0  
Item Weight: 0  
Item Size:

Item Height: 0  
Dimension UOM:  
Volume UOM:  
Weight UOM:  
Item Color:

### Shipping Information

Schedule: 1  
Quantity: 1  
Due Date: 05/27/2023  
Freight Terms:  
Ship Via: Best Option Available

Ship To: WILLIAM R SNODGRASS-TN TOWER  
312 ROSA L PARKS AVE  
1st FLOOR  
NASHVILLE TN 37243  
United States

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32101-0000012816	Sell	RFx	12
Event Round	Version		
1	5		
Event Name	Presort Mail Services - DGS Postal		
Start Time	Finish Time		
06/26/2023 12:50:00 CDT	07/28/2023 14:00:00 CDT		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** General Services  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States  
Lindsey Lattner

**Contact:**  
**Phone:**  
**Email:** lindsey.lattner@tn.gov

## Appendix B - Terms & Conditions

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1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.

If the information will be submitted in writing please mail to the following address:

Department of Finance and Administration  
312 Rosa L. Parks Ave.  
21st Floor Tennessee Tower  
ATTN: Supplier Maintenance  
Nashville, TN 37243

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016